



HRG Memorandum 15-33

To: KEHP Human Resource Generalists (HRGs)

From: Department of Employee Insurance (DEI)

Re: 2015 Actions/Corrections

Date: December 16, 2015

Commonwealth of Kentucky
Personnel Cabinet
Department of Employee Insurance
2nd Floor, State Office Building
501 High Street
Frankfort, Kentucky 40601

Website kehk.ky.gov

For the first time ever, in 2016, employers are required to provide employees' health insurance coverage information to the IRS and to the employee. In preparation for employer reporting we need to ensure we have the most accurate data possible in KHRIS for 2015. In the event a retroactive health insurance coverage change impacts the reporting, the employer must file a corrected form with the IRS and the employee.

HRGs need to process, or submit to the Enrollment Information Branch for processing, **all changes for plan year 2015 by January 15, 2016**. It is important that we limit retroactive coverage changes to the fullest extent possible after this date.

